

TIG Brief

THE INSPECTOR GENERAL OF THE AIR FORCE

MARCH - APRIL 2002

AMC responds to terror

What happened on Sept. 11

Unclassified nuclear info

Handle with care

Base Conversion Agency

Military to civilian use

PLUS

Audits • Management Reviews

Crime • Best Practices • Suicide Prevention





MARCH - APRIL 2002

THE INSPECTOR GENERAL BRIEF

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March - April 2002
Volume 54 Number 2

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2 TIG BRIEF
MARCH - APRIL 2002

FEATURE

AMC RESPONDS TO TERROR

What happened on September 11

4

CONVERTING BASES

The Air Force Base Conversion Agency

6

UN(?)CLASSIFIED

*Some nuclear information is unclassified,
but handle with care, anyway*

18

TSP & TAXES

Tonic for the troops: Tax-deferred investment

20

DEPARTMENTS

CRIME IN THE AF 8

AUDITS 9

EAGLE LOOKS 10

HSIs 11

TIG BITS 12

IG PROFILES 16

HISTORY BRIEF 23

INDEX '01

ARTICLES FROM TIG BRIEF EDITIONS PUBLISHED IN 2001

- Acquisition Excellence (Eagle Looks) Sep-Oct 10
AF Aid Society Helps When It Hurts Sep-Oct 21
AF Audit Agency Serves AF Management Jan-Feb 9
AF Agency for Modeling and Simulation (Mission) Sep-Oct 22
AF Inspection Agency (Mission) Jan-Feb 8
AF Logistics Management Agency (Mission Brief) Nov-Dec 22
AFLMA (AF Logistics Management Agency) Nov-Dec 22
AF Manpower and Innovation Agency May-Jun 10
AFMIA Mission May-Jun 10
AF Office of Special Investigation (Mission) Jan-Feb 10
AF Personnel Center (Mission) Mar-Apr 11
AF Supply Data Bank Nov-Dec 22
AHAS (Avian Hazard Advisory System) Nov-Dec 19
AMC inspects deployed units Mar-Apr 12
ANG and the IG complaints process Jul-Aug 14
Avian Hazard Advisory System (AHAS) Nov-Dec 19
BAM (Bird Avoidance Model) Nov-Dec 19
Base IG Can Help Airmen Jan-Feb 22
Base Legal Can Help Airmen Jan-Feb 23
BASH (Bird/Wildlife Aircraft Strike Hazard Program) Nov-Dec 18
Bird Strike Hazard Nov-Dec 18
Books for Inspectors Jan-Feb 16
Data Broadcast and Collection System in Exercise (TIG Bits) Nov-Dec 13
CCCAAs (Common Core Compliance Areas) Nov-Dec 3
CIs (Compliance Inspections) Nov-Dec 3
Civil False Claims (Fraud in the AF) Mar-Apr 6
Civilian Job Search Mar-Apr 5
Clean Water Act Violations (OSI) Jul-Aug 6
CMSAF Jim Finch Interview May-Jun 18
Common Core Compliance Areas Nov-Dec 3
Community Prevention Efforts: What Medical Inspectors Look For Nov-Dec 16
Constitution, Maintaining the Integrity (Signature Article) Sep-Oct 4
Contractor False Claims (OSI) Jul-Aug 6
Correction System Level 1 Confinement Facility Program (Eagle Look) Sep-Oct 8
Commissary Web Site Sep-Oct 21
Complaints, What You Should Know Jan-Feb 20
Compliance Inspections (From the Top) Nov-Dec 3
Computer-buying Web Site Sep-Oct 21
Computer Equipment Management (Audit) Nov-Dec 7
Coomes, Master Sgt. Anthony (IG PROFILE) Nov-Dec 19
Cope Thunder (TIG Bits) Nov-Dec 7
Crimes Against Children (OSI) Nov-Dec 6
DART (Drug Abuse Reduction Team) Nov-Dec 10
Defective Pricing (OSI) May-Jun 6
Department of Defense IG Hotline? (Ask the IG) Jul-Aug 9
Deployment Tools Mar-Apr 5
Depot HAZMAT (Audits) Sep-Oct 7
Developing Aerospace Leaders May-Jun 16
Drug Abuse Reduction Team (DART) Nov-Dec 10
Due-Out Validations (Audit) Nov-Dec 7
Eagle Maintainers Strike Quickly (TIG bits) Jul-Aug 12
Ecstasy and Other Drugs (OSI) Nov-Dec 6
EDIS: Educational and Developmental Intervention Services Jul-Aug 16
Finance Web Site May-Jun 22
Flynn Awards (2000) May-Jun 17
Force Protection: AFSPC/IG Gives Commanders Realistic Appraisals Mar-Apr 18
Fraternization: Will the IG Investigate a Complaint? (Ask the IG) Mar-Apr 10
Fuels Automated System Continuity and Training (TIG Bits) Nov-Dec 12
Inspection Prep for New Commanders May-Jun 14
Jumper, Gen. George, Confirmed as Chief of Staff Sep-Oct 9
Hazardous Materials (Audit) May-Jun 7
HH-60G Pave Hawk (TIG Bird) Nov-Dec 9
Higher Learning (TIG Bits) Mar-Apr 22
High School Student Mentoring (TIG Bits) Nov-Dec 13
History of The IG Jan-Feb 19
HSI Guide Not the Sole Source Mar-Apr 9
HSIs: The Meaning of Health Services Inspections Jul-Aug 8
IG Dictionary Jan-Feb 6
IG Phone Book Jan-Feb 11
IG Worldwide Training Conference 2001 (From the Top) Jul-Aug 3
Interactive Inspection Findings (TIG Bits) May-Jun 12
Kickbacks (OSI) May-Jun 6
Leaf Awards (2000) May-Jun 17
Mail Wire Fraud (OSI) Sep-Oct 6
Manslaughter (OSI) Nov-Dec 6
Maintenance Standardization and Evaluation Program (AFMC's MSEP) Nov-Dec 21
MAJCOM HQ Subjects Itself to Compliance Inspection Jul-Aug 22
MAJCOM IGs Listed Jan-Feb 17
Medical Record Screening (TIG Bits) Nov-Dec 13
Mentoring High School Students (TIG Bits) Nov-Dec 13
Milpay Voice Line Mar-Apr 5
Mobility Planning and Capability Nov-Dec 22
MSEP Update (AFMC) Nov-Dec 21
Munitions Management (Audit) Sep-Oct 7
NAF Entities and Funds Nov-Dec 14
NAF Private Organizations Sep-Oct 14
NEXRAD (Next Generation Radar) Nov-Dec 19
Nonappropriated Funds: Entities and Funds Nov-Dec 14
Nonappropriated Funds: Private Organizations Sep-Oct 14
Non-nuclear Munitions Allocation and Distribution (Eagle Look) Sep-Oct 8
Nuclear ORI (Signature Article) May-Jun 2001 4
Off-duty Jobs Mar-Apr 5
Officer Mentoring May-Jun 22
OSI and Aerospace Power (Signature Article by AFOSI Commander) Nov-Dec 5
Passing Inspections, Secrets of How to Mar-Apr 16
Patterson, Brig. Gen. Eric (Signature Article by AFOSI Commander) Nov-Dec 4
Pave Hawk HH-60G (TIG Bird) Nov-Dec 9
Private Organizations and NAF Instrumentalities: How the AF Regulates Its Relationships with These Entities Sep-Oct 14
PRP (Personnel Reliability Program) Sep-Oct 16
Readers Speak Jul-Aug 19
READY (Resource Augmentation Duty) Program (Eagle Look) May-Jun 8
Recruiting and Air Show Displays Nov-Dec 12
Relocatable Facilities Jul-Aug 7
Reprisal Complaints (Ask the IG) May-Jun 9
SAF/IG Mission Jan-Feb 5
SAVs by Inspectors? (Ask The IG) Nov-Dec 9
Schriever AFB's No-notice Walkabouts Jul-Aug 12
Secretary of the Air Force James G. Roche Sets Four Goals Sep-Oct 9
Sharpless, Lt. Col. Kenneth "Bear" (IG PROFILE) Nov-Dec 20
Short-notice SPOs (Signature Article) Jul-Aug 4
SIIs (Special Interest Items) Jan-Feb 15
SITS on Top at Barksdale (TIG Bits) Jul-Aug 12
Staff Assistance Visits by Inspectors? (Ask The IG) Nov-Dec 9
Software License Agreements Sep-Oct 18
Soldiers and Sailors and Airmen- Civil Relief Act May-Jun 20
Soldiers and Sailors and Airmen part two- Civil Relief Act Jul-Aug 10
SORTS (Status of Resources and Training Systems) Mar-Apr 14
SPO First Year Review (HSI) Nov-Dec 8
SPRAM Assets Nov-Dec 22
Supply Data Bank Nov-Dec 22
Survival School Medical Screening (TIG Bits) Nov-Dec 13
Sustained Performance Odyssey (HSI) Nov-Dec 8
Sustaining Engineering Process (Eagle Looks) Mar-Apr 8
TDB (Transportation Data Bank) Nov-Dec 22
Thermal Imaging to Avoid Aircraft Bird Strikes Nov-Dec 19
Total Tuition May-Jun 22
Transportation Data Bank (TDB) Nov-Dec 22
Travel Card Program (Audit) Sep-Oct 7
Travel Pay Controls (Audit) Mar-Apr 7
Tricare Fraud (OSI) May-Jun 6
Virtual Personnel Flight May-Jun 22
VITA (Volunteer Income Tax Assistance) Mar-Apr 4
Voluntary Disclosure (OSI) May-Jun 6
War Wagon at Cannon AFB (TIG Bits) Mar-Apr 22
Weapons Range (Audit) Nov-Dec 7
Web Sites for Inspectors Jan-Feb 18

IMAGERY THIS ISSUE

Cover: Firefighters of the 405th Air Expeditionary Wing
by Staff Sgt. Shane Cuomo
Page 2: Eagle head, detail from a sign at Norton AFB, Calif.,
which closed in 1994. From the *TIG Brief* reference library.
Page 4: Tech. Sgt. Ken Wright (C-130's)
Page 5: Tech. Sgt. Mark Bucher

Page 12: Master Sgt. Thomas Meneguín (F-16)
and Master Sgt. Ken Stephens

Page 13: Master Sgt. Dave Nolan

Page 22: Staff Sgt. Jim Howard (top) and Mr. Gary Ell

Back Cover: Photo of Maj. Gen. Hugh Knerr, the first Air Force IG,
from the *TIG Brief* archives. Image by Ms. Ari Ash
and Mr. John Clendenin.

AMC's response to the



Gen. John W. Handy
Commander
Air Mobility Command

Within hours of the terrorist attacks against the World Trade Center and the Pentagon on September 11th, the men and women of Air Mobility Command were already demonstrating America's resolve.

Our nerve center, the Tanker Airlift Control Center, immediately coordinated medical team transport to both New York City and the Pentagon. We ensured those teams, a critical part of the national medical effort ordered by the President, were in place quickly and prepared to act if needed.

With homeland defense emerging as the most significant concern for our government and citizens, we answered the call to arms by providing aerial refueling to the

fighter aircraft flying combat air patrol over major metropolitan centers. It's a combined AMC team making it happen with three quarters of the 75 KC-135 tanker aircrews belonging to the Air National Guard and Air Force Reserve.



On any given day, numerous active, Guard and Reserve C-130 Hercules crews are on alert and capable of transporting federal quick response teams to a crisis. All totaled, more than 11,000 blue-suiters are maintaining the 250 aircraft that keep American skies safe from terrorists as part of Operation Noble Eagle.



attack on America

Once immediate needs were addressed, we shifted our sights to the global war on terrorism. Operation Enduring Freedom, as in many conflicts before, required us to execute an “air bridge” to support large movements of people and equipment from multiple locations in the U.S. and overseas directly to the fight — quickly.

Our two Air Mobility Operations Groups, the 615th AMOG, Travis Air Force Base, Calif., and the 621st AMOG, McGuire AFB, N.J., led the way by extending our infrastructure from the CONUS more than 7,000 miles to the area of operations.

Tanker Airlift Control Elements that regulate the airlift flow, perform basic maintenance on aircraft and load and unload cargo at extremely austere locations have made a difference in this war.

The aircraft arriving at en route locations are also in better shape than in recent history thanks to the dedication and commitment of maintainers and logisticians from our wings.

Finally, one of our most visible accomplishments since September 11 has been the delivery of humanitarian supplies to the starving people in Afghanistan. C-17 Globemaster III crews from Charleston AFB, S.C., and McChord AFB, Wash., began high-altitude

airdrops in October 2001. Their spirit and commitment symbolize the greatness of America.

That humanitarian mission has definitely played a diplomatic role in Operation Enduring Freedom. The people of Afghanistan must surely appreciate the hand of freedom extended by America. Food and supplies do make a difference.

Whether it's aircrews sitting alert, security forces deploying overseas or family members keeping the home fires burning, I salute each of you — the active duty, Guard, Reserve, civilians, and families of Air Mobility Command. You have my strongest admiration and appreciation for your professionalism and dedication to this magnificent nation!

Our lives have changed forever since September 11th. One thing that remains unchanged is the selfless service and courage exhibited by the United States military. Americans have matched that by uniting under our great flag and counting its many blessings.

We did not start this war, but we have assumed our role as leader of the free world and we will finish it. ♦



Converting bases from military to civilian use

The mission of the Air Force Base Conversion Agency (AFBCA) is to execute the environmental programs and real and personal property disposal for major Air Force bases in the United States being closed or realigned under the authorities of the Base Closure and Realignment Act of 1988 and the Defense Base Closure and Realignment Act of 1990.

Activated by the Secretary of the Air Force on Nov. 15, 1991, AFBCA is a field operating agency of the Secretary and is attached to the Office of the Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations, Logistics and Environment.

HELPING COMMUNITIES

AFBCA is responsible for assisting communities in the conversion of closing and realigning bases from military to civilian use and ensures that property at these Air Force installations is made available for reuse as quickly and efficiently as possible.

To date, 88 percent of Air Force BRAC property is leased or transferred for reuse. AFBCA provides civilian reuse transition planning; caretaker services to include installation protection, maintenance and operations; environmental planning, compliance and restoration; and the disposal of real property and related personal property.

AFBCA focuses on speeding the economic recovery of those communities affected by base closure using job-centered property disposal, fast-track cleanup, establishment of transition coordinators at each closing base,

easy access to transition and redevelopment help, and larger economic development planning grants and technical assistance. These community revitalization efforts have resulted in over 46,600 reuse jobs representing \$1.4 billion in annual payroll in Air Force BRAC communities.



FULLY INTEGRATED

A fully integrated organization, AFBCA is comprised of a director, supporting special assistants and staff divisions, regional program managers and base operating locations.

Experts in environmental and real estate law, real and personal property, environmental cleanup and compliance, resource (financial) management, facility maintenance and operations management, external affairs, civilian personnel and manpower, and information systems work together as a team to transition military facilities and property for civilian use.

Four regional program managers

are responsible for all aspects of accelerated cleanup, installation management and disposal of base property. They work closely with state and local redevelopment organizations to develop viable opportunities so communities can quickly move into economically productive reuse.

Reporting to the program managers are site managers who are established at base-level operating locations well before actual closure.

Site managers and their teams coordinate on all pertinent issues with the local communities and implement caretaker responsibilities and property disposal, both prior to and after closure.

The staffs of AFBCA operating locations may include real property, contracting, quality assurance, environmental and administrative personnel.

SELF-REALIGNMENT

AFBCA looked to the future in 1997 and realigned its program management divisions to be more responsive to their customers and to give them regional responsibilities for operating locations.

The agency transitioned to *regional* program management divisions, and it consolidated the responsibilities for its operating locations into regional centers, an ongoing process called "regionalization."

As the agency continues the work of converting bases closed in 1988, 1991, 1993 and 1995, it is preparing to replicate lessons learned from those experiences into successful base closings in 2005. ♦

<http://www.afbca.hq.af.mil>

HQ staffs reorganize

The top two Air Force leaders have announced plans to transform Headquarters Air Force into a more streamlined, effective and efficient organization.

“The goals of this reorganization are to improve business processes, eliminate unnecessary bureaucratic duplication and oversight, and combine appropriate headquarters functions to better support the nation’s warfighters,” said Secretary of the Air Force Dr. James G. Roche.

“We are aligning the secretariat and air staff to speed decision making, and to facilitate effective handling of multiple issues ranging from the management issues of running the Air Force to providing support for operations Noble Eagle and Enduring Freedom.”

One initiative is the formation of a new deputy chief of staff for warfighting integration who will focus on the modernization of command, control, communications, computer, intelligence, surveillance and reconnaissance systems.

The service’s desire for an office dedicated to the horizontal integration of its various systems highlights the growing importance of intelligence, surveillance and reconnaissance, especially during the war on terrorism. Another objective is to enable the Air Force, through the undersecretary, to fulfill its responsibilities as the Defense Department’s executive agent for space programs.

AF Aid Society eligibility expands to reservists

Emergency financial aid to reservists on annual tour is now available through the Air Force Aid Society. In the past, reservists had access to Air Force aid if called to active duty for 30 days or more, but now assistance is available for those on orders for 15 days or more. The society looks at the troop’s situation on a case-by-case basis. For more information, call any base’s family support office.

Extended-duty child care

The Extended-duty Childcare Program helps Air Force parents enrolled in the Air Force Family Childcare Program at 71 bases. Parents needing care beyond their typical

50-hour requirement or during childcare emergencies may use extended care for mission-related duty, extended workdays, temporary shift changes, problems with regular childcare arrangements and rapid mobilization or deployment.

Crossroads quick polls

Visitors to the Air Force Crossroads web site will soon see a new addition — quality-of-life quick polls. The polls are short, consisting of only a few questions. All questions are multiple-choice answers. The Air Force will use poll results to develop and target future quality of life initiatives. Visit www.afcrossroads.com.

CLASSIC THINKING

Leaders need to worry about the folks who work for them. The classic way of military thinking — ‘My mission, my people, my self’ — that has to continue. It’s clear it’s there; it’s not broken. Don’t fix it; just encourage it.

Dr. James G. Roche
Secretary of the Air Force

Editorial Deadlines

ISSUE

MAY - JUN

JUL - AUG

SEP - OCT

NOV - DEC

DUE DATE

8 MAR 02

3 MAY 02

8 JUL 02

6 SEP 02

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Identity Theft

Agents from Tyndall AFB, Fla., working with local law enforcement agencies, the FBI and the Naval Criminal Investigative Service, cracked an identity theft ring in Texas.

A squadron commander stationed at Tyndall AFB, Fla., had become the victim of identity theft. Agents spearheaded an investigation many had said would be fruitless. Special Agent Brian Tindall reviewed the victim's credit report and determined numerous fraudulent accounts had been opened using various mailing addresses in east Texas.

Coordination with security representatives from various companies disclosed that merchandise had been shipped to some of the addresses listed on the initial victim's credit report. Detailed investigative activity showed one department store shipped merchandise to the same address, but under at least five separate accounts bearing five different names.

OSI agents located the receiving house in Texas, but the big break came from the catalog sales

invoices. Agents cross-referenced telephone numbers used to place the orders on the fraudulent credit accounts, uncovering the address of the primary suspect.

Her brother, a former member of the Navy, had provided her a listing of names and Social Security numbers of personnel from the Navy's equivalent of a base alpha roster.

So far, 18 military victims have been identified and thousands of dollars worth of stolen property has been recovered.

The five suspects involved face prosecution in federal court in the Eastern District of Texas.

Sexual Misconduct

A male Air Force recruiter was found guilty of sexual misconduct with female recruits at a court-martial at Maxwell AFB-Gunter Annex, Ala.

The NCO was sentenced to 15 months' confinement, a bad conduct discharge, reduction to airman basic and forfeiture of all pay and allowances.

In one instance, the NCO offered a female recruit money "for one night," but the recruit declined. In another instance, the

recruiter allegedly had a sexual encounter with another female recruit. The recruiter left that recruit's name out of the computer database in an attempt to cover the fact that she was a potential recruit.

Agent Training to Move

Basic agent training will move from the Air Force Special Investigations Academy at Andrews AFB, Md., to FLETC, the Federal Law Enforcement Training Center in Glynco, Ga.

In October, OSI special agents and their federal counterparts will begin with a 10-week Criminal Investigations Training Program, which will be taught by FLETC staff members and eight OSI instructors. The program will teach them all the basics of law enforcement.

OSI agents will then attend the six-week Agency Specific Basic course, or ASB, taught by 16 OSI instructors. Agents will learn OSI- and Department of Defense-specific ways of doing business in the investigative arena.

The Air Force Office of Special Investigations investigates all types of crime perpetrated against the government. AFOSI helps ensure the integrity of the Air Force acquisition process. Investigations typically involve contractor misrepresentation during the process of procuring major Air Force weapon systems. OSI's focus is to maintain an effective fighting force by deterring contractors from providing substandard products and services, and to recover govern-

ment funds obtained fraudulently. We also make significant contributions to flight safety and help protect critical Air Force resources. Other types of fraud OSI investigates involve military and civilian members who have been caught cheating the Air Force. Mutual command and OSI support, coupled with teamwork, is essential for successful prevention, detection and neutralization of crime.

Recent AUDITS

Mr. Jerry Adams AFAA/DOO DSN 426-8013



Intrusion Detection System

A review of a wing's intrusion detection system (IDS) contract disclosed that service validation and payment verification procedures needed improvement.

Specifically, the IDS contract included duplicate services that could be eliminated, and the wing had not been reimbursed for IDS services provided to tenant organizations.

Management's implementation of audit recommendations will eliminate duplicate services in the current and future contracts, potentially saving the Air Force \$267,000 over the six-year defense plan.

Additionally, management's corrective action will ensure that the base is properly reimbursed for services provided to tenant organizations. *Report of Audit EA002004*

Classification of Real Property

More definitive guidance was needed to clearly identify a wing's funding responsibilities to

maintain 34 real property facilities occupied by a Depot Maintenance Activity Group tenant organization.

Specifically, current guidance stipulated that the tenant reimburse the host wing for certain real property support, based on the classification of the real property.

However, due to vastly different interpretations of the guidance, the wing and the tenant had been unable to agree on the appropriate classification status.

As a result, it was unclear which facility costs (such as operations and maintenance, repair and minor construction) the host wing should absorb as opposed to the tenant.

Unlike traditional audits, auditors facilitated a compromise between the two base parties concerning the status of the 34 facilities and associated funding.

This agreement, which will serve in the interim until the Department of Defense or the Air Force establishes policy that specifically addresses this particular situation, represents a great example of audit and management working as a team to identify a positive solution. *WN001061*

Natural Gas Ground Fuels Payments

A review of compressed natural gas fuel payment procedures at an Air Logistics Center disclosed discrepancies in three areas.

First, a private firm managing the purchase and accounting for CNG vehicle fuel was not paid for its services for over a year. Second, the monthly CNG vehicle fuel bills were paid without verification of the amount due or the accuracy of the recorded usage. Finally, the incorrect organization paid the account.

In response to audit recommendations, management took prompt action to:

- ensure compliance with the Prompt Payment Act,
- verify billing accuracy and
- clearly define lines of organizational responsibility.

DI001033

TIG Brief thanks Mr. Ray Jordan for riding herd on the Audits page for years. We wish him well in his new endeavors and welcome Mr. Jerry Adams.

The Air Force Audit Agency (AFAA) provides professional and independent internal audit service to all levels of Air Force management. The reports summarized here discuss ways to improve the economy, effectiveness and efficiency of installation-level operations and, therefore, may be useful to you. Air Force offi-

cial may request copies of these reports and a listing of recently published reports by contacting Mr. Jerry Adams at DSN 426-8013; e-mailing reports@pentagon.af.mil; writing HQ AFAA/DOO, 1125 Air Force Pentagon, Washington DC 20330-1125; or accessing the AFAA home page at <http://www.afaahq.af.mil>.



EAGLE LOOKS

The Air Force Inspection Agency, as the primary action arm of the SECAF inspection system, provides assessments of mission capability, health care and resource management to SAF/IG, SECAF, CSAF and MAJCOM/CCs. These reviews are called *Eagle Looks* and each culminates with an extensive written

report as well as an executive briefing to key major command, Air Staff and Secretariat leadership. Below are abstracts of the most recent Eagle Looks. For more information or copies of the reports, contact the Eagle Look team chief at the telephone number or e-mail address at the end of each abstract.

Implementation and Execution of the AEF Construct

The team assessed ...

... the implementation and execution of the AEF concept, with focus on (1) the overall cultural mindset, (2) the requirements-to-tasking process, (3) training and (4) web-based tools provided by the AEF Center. This Eagle Look was conducted at the request of the Aerospace Expeditionary Center and HQ USAF/XOX. The team visited 31 active-duty, guard and reserve wings. Through surveys and visits, the team interviewed over 2,800 personnel at MAJCOM, wing, squadron and AEF-related agencies.

The team found ...

... Even though the implementation of the AEF concept has made significant progress, there were opportunities for improvement in the areas of oversight, transition planning, policy and guidance, and the requirements-to-tasking process.

... Home station procedures and practices did not fully reinforce the primacy of AEF

... Training, exercises and inspections were not fully focused and aligned with the AEF mission or cycle.

... AEF tools, while available, were not widely known or used

... The requirements-to-tasking processes did not fully support the AEF mission or cycle

Look forward to ...

... a transition plan with goals, milestones and follow-up procedures

... updated Air Force Instruction 10-400, *Aerospace Expeditionary Force Planning*, outlining organization roles and responsibilities

... major command supplements to the AFI and concepts of operations

Need a Deployment Management Web page? 419th Wing, Hill AFB, Utah, developed an intranet devoted to deployment information. It included links to AFIs, weather information, maps of deployed location and satellite photos to be used for planning purposes. Contact Senior Master Sgt. John Searle, DSN 586-1822

Best Practice: An AEF Block for ALS. 35th Fighter Wing, Misawa AB, Japan, developed an instructional block on AEF for Airman Leadership School. The block addressed AEF development, planning, Misawa's taskings and available EAF web-based tools. Contact Maj. Cheryl Malone, DSN 315-226-3485

Want to know more? Contact Lt. Col. Terry Webster, DSN 246-1836, terry.webster@kafb.saia.af.mil.

AMD Collection and Use

The team assessed ...

... how aircraft maintenance data are collected and used in order to 1) identify opportunities to improve current processes and systems, and 2) provide useful information to developers of next generation systems. The team visited 26 Air Force bases, contacting eight active duty major commands as well as Air Force Reserve Command and Air National Guard headquarters, 18 operational units, 14 system program offices, four product group managers, seven programmed depot maintenance organizations, three system support managers, five program management offices for the major AMD systems, and one research and development organization. In addition, over 2,000 personnel at 60 operational units participated via a web-based survey.

The team found...

... the stated and implied reasons for AMD collection and use were not fully aligned with current practices and the capabilities of existing maintenance management computer systems

... a lack of a recognized and formally established central decision maker with authority over the AMD collection and use process was resulting in an inefficient and often ineffective process

... a lack of feedback on why AMD was collected

... problems with accessing AMD systems

... policy and guidance on data integrity was inadequate

... deficient AMD systems were being compensated for via manpower-intensive review teams

... inadequate training on AMD systems

... misconceptions about the use of manpower data in AMD systems

Look forward to ...

... identification of a central decision maker

... publication of an AMD road map

... fielding of improvements to current AMD systems using many of the capabilities developed to meet the requirements of the unfielded, first-generation IMDS (Integrated Maintenance Data System)

... strengthened training programs

Best practices: None identified

Want to know more? Contact the team chief, Lt. Col. Dale Balmer, DSN 246-1855, dale.balmer@kafb.saia.af.mil.



HSIs

The Air Force Inspection Agency, as the principal action arm of the SAF/IG's inspection system, conducts Health Services Inspections. HSI are compliance inspections of the medical programs and facilities of active-duty and Air Reserve Component units. Below is HSI-related information that military treatment facilities will find useful and even essential in providing quality patient care.

Suicide prevention

Ways for military treatment facilities to make efforts more effective

Here are ways for military treatment facilities to make their suicide prevention programs more effective.

Each is a highlight of *8 Hot Topics in Clinical Prevention*, a recent paper by Lt. Col. Alan Doerman, a psychologist assigned to the Air Force Inspection Agency's Medical Operations Directorate.

- Read *Sentinel Event Alert* issue 7 (Nov. 6, 1998). In this edition, JCAHO (the Joint Commission on Accreditation of Health Care Organizations) gives timely guidance on the observation methods of root causes of suicide.
- Read *Risk Management with Suicidal Patients* (Bongar, Berman, Maris, Silverman, Harris and Packman, 1998). In a nutshell, this paper tells us that if a patient under observation in an MTF is going to attempt suicide, it's most likely to occur during transitions such as a change of shift or the transition

from inpatient to outpatient.

- Come to understand that the suicidal patient's thoughts are just as important as the diagnosis of suicidality itself.
- Be especially concerned about multiple attempters. They are at much higher risk of succeeding than those who have attempted suicide once or think about it constantly. It's as if the barrier between considering suicide and actually making an attempt has been torn down.
- Use a structured program such as CAMS (Collaborative Assessment and Management of Suicidality). Patient and clinician will come much closer together to resolve issues than they otherwise would.
- Work up a protocol for admitting and holding patients who threaten to commit suicide. Get your judge advocate to sign off on it. Define which situations constitute emergencies, episodes that clearly threaten life.
- Go to [www.skipsimp-](http://www.skipsimpson.com/faq.html)

[son.com/faq.html](http://www.skipsimpson.com/faq.html). Mr. Skip Simpson, a former Air Force attorney now specializing in psychiatric and psychological malpractice, talks about the potential liability for the individual practitioner.

- Read *Suicide and Malpractice Liability: Assessing and Revising Policies, Procedures and Practice in Outpatient Settings* (Berman, 1993). It can help Air Force psychiatrists and psychologists avoid facing Mr. Simpson in court.

As always when dealing with potentially suicidal patients, be sure to communicate, listen and document. Don't let yourself be blinded by diagnosis. ♦

TIG Brief thanks Lt. Col. Doerman for yet another contribution. He can be reached at alan.doerman@kafb.saia.af.mil. We'd give you his phone number, but he's on the road a lot and communicates via laptop computer.

TIG

BITS

Lessons
Best Practices
from the field



Va. ANG's unique deployment training

The Air National Guard's 149th Fighter Squadron, Richmond, Va., developed a unique large force employment training program involving fighter squadrons from throughout the eastern United States.

Each week, the 149th FS sends eight F-16 Fighting Falcons to an LFE sortie, pitting 12 offensive counter air aircraft against their eight defensive counter air aircraft.

To facilitate this training, 149th FS weapons and tactics personnel developed standard scenarios, target sets, adversary air tactics, rules of engagement and mission briefing slides that ease coordination among units and cut mission planning time.

The training is aimed at increasing the combat capability of all participating Air National Guard fighter squadrons.

Maj Craig Campbell

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WPAFB speaks with one voice

At Wright-Patterson AFB, Ohio, the Aeronautical Systems Center public affairs office developed a wallet card of key Air Force messages that personnel can carry in their pockets in case they encounter the news media.

One side of the card has 12 "do's and don'ts" when speaking with the media. The other side has

approved Air Force messages.

The card has been a valuable tool from airman to commander to ensure the media receive correct information and that the Air Force is speaking with one voice.

Ms. Joanne Rumple

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Hurlburt stands up Info Ops Division

The 16th Special Operations Wing, Hurlburt Field, Fla., stood up an Information Operations Division that includes tactical deception, operations security (OPSEC), electronic warfare and elements of information-in-war. They also had participation by the communications squadron

and AF Office of Special Investigations.

The new division oversees the development and approval of Hurlburt's new comprehensive wing critical information list. This is an example of how information operations and defen-

sive counterinformation can be integrated at the wing level.

Maj. Chris Cicere

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F. E. Warren in a conundrum

The 90th Operations Support Squadron, F. E. Warren AFB, Wyo., has developed Conundrum, a program that integrates a broad spectrum of training requirements and documentation from a wide variety of units, organizing the data and presenting meaningful trend analysis throughout the chain of command.

Conundrum gathers and manipulates data based on Air Force Space Command's Job Performance Requirements (JPR), listing those tasks to be taught to the missile crew force then validated via recurring evaluations at the unit, numbered air force and major command levels.

Conundrum stores automated missile procedures trainer reports and monthly testing scores within the 90th OSS and transforms this data into near real-time information. Errors and missed questions are annotated against specific JPRs, enabling Conundrum to track errors and determine trend analysis for individual training tasks. Units then fine-tune

training efforts based upon Conundrum outputs. Commanders also have access to training deficiency trends with the click of a mouse.

The currency of the data allows commanders to make informed decisions on personnel and standardization of training.

Trend analysis cycle time is slashed 99 percent. Instructor preparation time is reduced 75 percent and is more focused.

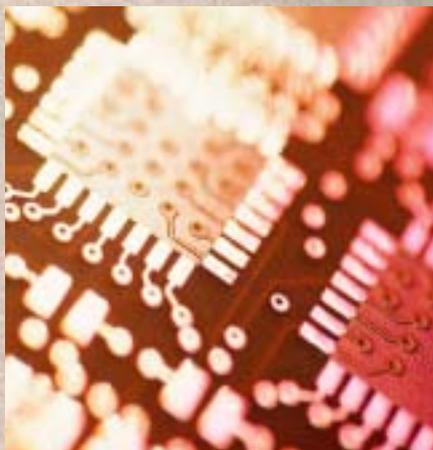
Conundrum replaces delivery of paper records, compressing coordination time. Benefits continue to be realized as additional features are added through engineering change proposals.

The capabilities of Conundrum are only beginning to be realized. The Conundrum tracking program is cost-effective, utilizing pre-existing software licenses. The most critical aspect is that Conundrum is neither major command nor unit-specific. It can be incorporated into a wide variety of Air Force specialties. For any agency that requires annual training or task tracking, Conundrum might just be the solution.

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Awards Decorations



Some things never change. The

same questions about awards and decorations and “doing it right” keep coming up. Staff Sgt. Lisa Ducharme at the Pentagon Military Personnel Flight compiled the following list of frequently asked questions. Having worked decoration issues her entire career, these are the questions she hears the most:

What are approval authorities’ responsibilities concerning decorations?

According to Air Force Instruction 36-2803, *The Air Force Awards and Decorations Program*, paragraph 1.5, award approval authorities are responsible to cut their own orders, ensure proper Air Force distribution and distribute award elements. Award elements include: a case containing the medal with suspension ribbon, ribbon, clusters (if any), lapel button or rosettes (as applicable), a certificate, a citation (where applicable), the special orders announcing the award, and the standard binder for encasing the citation and certificate.

Why aren’t decorations listed in order of precedence on promotion briefs?

Decorations on promotion briefs are listed by decoration update code, not decoration precedence. Example: Meritorious Service Medal (MSM) is update code MM, and the Defense Meritorious Service Medal (DMSM) is update

code MR.

Since MM comes before MR, the MSM will be on top of the DMSM. To get decorations in order of precedence, a RIP (report of individual personnel) listing all of the member’s awards and decorations can be pulled from the PCIII computerized personnel system.

What do I need to submit a member for an Airman’s Medal (AmnM)?

Besides the narrative, justification and décor 6, you should also submit as much information as possible. Items such as newspaper articles, police reports, fire reports and eye witness statements will help show the full picture of the circumstances and will clear up any confusion as to the act of heroism. (AFI 36-2803, para 3.2.6 discusses additional attachments)

Why is the AF Form 104, *Service Medal Award Verification*, accomplished?

AF Form 104 is required because members receive many awards and decorations throughout their careers. Under the old system, the unit awards were updated with no inclusive period, which means there is nothing to show in what time frame that award was given. Under the new system, although the dates are updated, each award will overlap so only the date of the most recent award shows. The source documents will provide the award, unit, time and order number. This must be done for mass updates as well. This information comes from the front of the AFPC Awards and Decorations home



page, under Unit Awards: (www.afpc.randolph.af.mil/awards/awards.htm). “MPFs or commander’s support staff personnel should complete an AF Form 104, *Service Medal Award Verification*, update the personnel data system, and forward the form to the MPF Records Section for file in the field personnel records once the verification has been made.”

Who can sign decoration orders?

AFI 36-2803, attachment 6, explains decoration orders and who can sign them: technical sergeants and above and GS-7s and above. Also AFI 33-328, *Administrative Orders*, (Table 2.3) explains which authority line to use.

Missing citations in the USAF selection records are a significant problem and have been for years.

Approval authorities are responsible to forward copies of the citation or special order (as appropriate) to AFPC for inclusion in a member’s records. AFI 36-2803, Table 3.1, breaks down the approval authorities for distribution of copies. In 1995, the Air Force Personnel Center’s awards and decorations section sent out a message reminding the approval authorities that these records need to be as accurate as possible.



What are the requirements for joint decoration distribution?

There are no requirements directed by the Office of Secretary of Defense to make any distribution to a member’s service. It is the members’ responsibility to ensure their decorations are updated and filed. The MPF should make a copy and forward it to AFPC. AFI 36-2803, Table 3.1, only requires the approval authorities to make distribution of Air Force decorations. However, since copies of citations are required for promotion boards, it will save time and be more convenient for members if MPFs forward copies of joint decorations to AFPC for distribution as they would for Air Force decorations.

Can a decoration include two assignments?

No, with a couple of exceptions: the Legion of Merit (LOM) and the Distinguished Service Medal (DSM). Although not written anywhere, this has been confirmed by AFPC/DPPPR.

When is a decoration based on extraordinary heroism submitted for review of the retired pay increase of 10 percent?

The package is reviewed at the time the decoration is being considered for approval. The information pertaining to the 10 percent is found in AFI 36-3203, *Service Retirements*, para 3.7. ♦

For an
Awards & Decorations Guide,
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or
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IG PROfiles

Master Sgt. Bill Mayo

Duty Title: Superintendent, Command Personnel Inspections
Organization: Air Force Materiel Command Inspector General, Wright-Patterson AFB, Ohio
Air Force Specialty: Personnel
Veteran of: Two nuclear surety inspections, four unit compliance inspections, five operational readiness inspections and two special interest items.

Job Description: Provides independent assessments of fighting and compliance capabilities. Identifies deficiencies and recommends improvements for accomplishing wartime and peacetime missions to Air Force senior leaders.
Hometown: Chesapeake, Va.
Years in Air Force: 19
Volunteer Work: Sponsored food drive for family services



Maj. John Brooker

Duty Title: Security Forces Inspector
Organization: Air Force Materiel Command Inspector General, Wright-Patterson AFB, Ohio
Air Force Specialty: Security Forces
Veteran of: Operational readiness inspection, one unit compliance inspection, two nuclear surety inspections, and three force protection assessments.

Job Description: Evaluates security issues for AFMC. Assesses SF's ability to protect industrial complexes, repair and development centers and their wartime preparedness. Inspects and certifies systems at bases capable of supporting nuclear assets.
Hometown: Springfield, Ohio
Years in the Air Force: 14
Volunteer Work: Founding member of local church

Lt. Col. Phil Nardi

Duty Title: Chief, Base Operations Support Branch
Organization: Air Force Materiel Command Inspector General, Wright-Patterson AFB, Ohio
Air Force Specialties: KC-135 Navigator, Transportation Officer, Logistics Officer
Veteran of: Several operational readiness inspections, unit compliance inspections, nuclear surety inspections, force protection assess-

ments and unit deployment assessments.
Job Description: Supervises all inspectors responsible for Civil Engineering, Communications and Security Forces. Develops plans, objectives and scenarios to evaluate units during ORIs, NSIs and UCIs.
Hometown: Ishpeming, Mich.
Years in Air Force: 20
Volunteer Work: On his church's soup kitchen staff





IG PROfiles

Lt. Col. Scott M. Nicholson

Duty Title: Medical Inspector

Organization: Air Force Inspection Agency, Medical Operations Directorate, Kirtland AFB, N.M.

Air Force Specialty: Health Physicist

Veteran of: 52 TDYs, 220 radioactive material (RAM) inspections, 302 days on the road, 422 hours in aircraft, and 42,000 miles in rental cars.

Job Description: Primary inspector for the Air Force Radioactive Material Permit Program. Evaluates compliance with Nuclear Regulatory Commission regulations for more than 400 RAM permits issued by the USAF Radioisotope Committee.

Hometown: Michigan City, Ind.

Years in Air Force: 17

Volunteer Work: Various programs at his church



Chief Master Sgt. Wesley Hudson



Duty Title: Inspector, Field Operations

Organization: Air Force Inspection Agency, Field Operations Directorate, Kirtland AFB, N.M.

Air Force Specialty: Security Forces

Veteran of: Eagle Looks (management reviews) involving the Air Force Corrections System Level One Confinement Facility Program and Air Force operational risk management; Army and Air Force Exchange Service triennial inspection; and Pacific Air Forces' first peninsula-wide operational readiness inspection in Korea.

Job Description: Conducts Eagle Looks on topics of Air Force-wide interest

Hometown: Hammondsville, Ohio

Years in Air Force: 20

Volunteer Work: Assistant Scoutmaster, Boy Scouts of America

HANDLE WITH CARE

DoD

UCNI

UNCLASSIFIED CONTROLLED NUCLEAR INFORMATION

Maj. Jamie D. Allen HQ ACC IGS/IGBL jamie.allen@langley.af.mil DSN 574-8756

As a nuclear surety program inspector, high on my list is an awareness of DoD UCNI, or Department of Defense Unclassified Controlled Nuclear Information.

This article will help commanders and supervisors identify and protect DoD UCNI when handling, preparing an initial draft, or coordinating on documents from other organizations.

DoD UCNI is *not* classified information, but due to the sensitivity of the information is identified and controlled using specifically approved guidelines. Information identified as DoD UCNI is often found in installation security plans and in munitions organizations.

While DoD UCNI is *unclassified*, be mindful that unauthorized dissemination of such information could have an adverse effect on the health and safety of the public or the common defense and security. Dissemination can increase the likelihood of the illegal production of nuclear weapons or the theft, diversion or sabotage of DoD special nuclear material (SNM), equipment or facilities.

SNM is defined as plutonium, uranium enriched in the isotope-233 or in the isotope-235, except source material or any material artificially enriched by any of the foregoing.

DoD UCNI also applies to nuclear weapons and nuclear components within DoD. See Air Force Instruction 91-204, *Safety Investigations*

and Reports, for definitions of nuclear weapons and nuclear components.

The list below summarizes the elements of unclassified information commanders and supervisors should review. These elements are related to SNM, equipment, facilities, nuclear weapons or nuclear components to determine if control as DoD UCNI applies:

- Vulnerability assessments
- Material control and accountability
- Facility description
- Intrusion detection and security alarm systems
- Keys, locks, combinations, tamper-indicating devices
- Threat response capability and procedures
- Physical security evaluations
- In-transit security
- Information on nuclear weapon stockpile and storage requirements, nuclear weapon destruction and disablement systems, and nuclear weapon physical characteristics

How DoD UCNI Is Controlled

Marking—DoD UCNI must be identified in both unclassified and classified documents.

Access—Grant access to DoD UCNI only to those listed in the DoD directives and to those who have a need to know. DoD UCNI is exempt from mandatory disclosure, meaning that requests for this type of information can be denied under the Freedom of Information Act.

The directives have procedures on handling these types of requests for public release.

DISSEMINATION AND TRANSMISSION

Everyone receiving documents must be made aware of the presence of DoD UCNI. Use appropriate statements in the text or on the margins.

Only in emergencies may DoD UCNI be discussed or transmitted over unprotected telephone or telecommunications circuits, to include faxes.

DoD UCNI may be processed, stored or produced on stand-alone personal computers, or shared-logic word processing systems, if protection from unauthorized disclosure or dissemination can

be ensured.

When not commingled with classified information, DoD UCNI may be sent by first-class mail in a single, opaque envelope or wrapping.

SAFEGUARDING

During normal working hours, place DoD UCNI in an out-of-sight or otherwise controlled location if the work area is accessible to unescorted personnel.

At close of business, DoD UCNI material must be stored to prevent disclosure.

When internal building security is provided during non-duty hours, UCNI may be stored with other unclassified documents in unlocked file cabinets, desks, bookcases, etc.

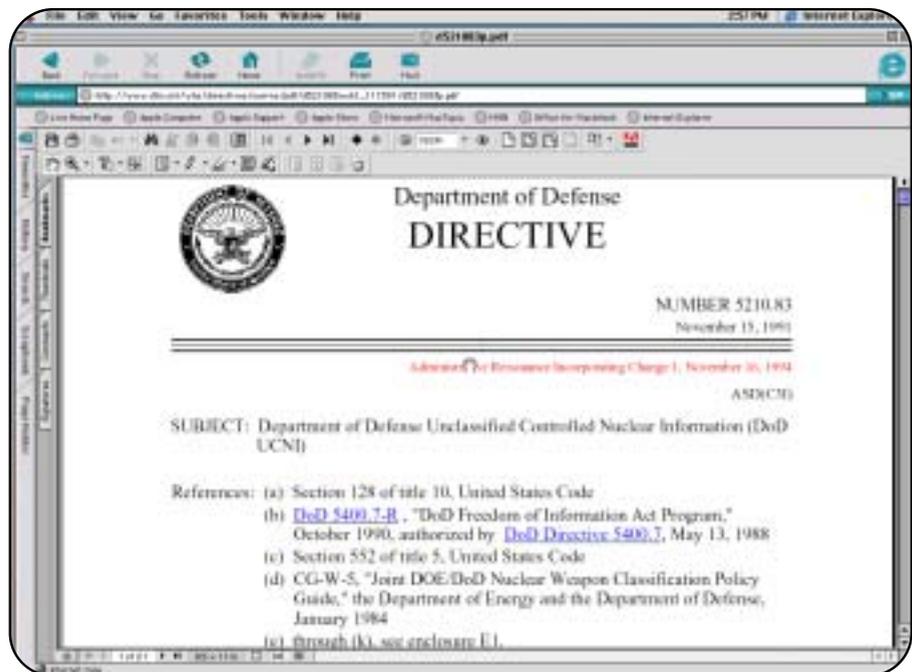
When internal building security is *not* provided, locked rooms or buildings normally provide adequate after-hours protection.

When internal building security or a locked building or room is *not* provided, store in locked receptacles (file cabinets, desks, bookcases, etc.).

Remember: Think OPSEC, think COMSEC ... the enemy certainly does. ♦

Major Allen is Chief, Logistics Maintenance Inspection Section for the Air Combat Command Inspector General at Headquarters ACC, Langley AFB, Va. TIG Brief also thanks Mr. Roger Buettell of the Defense Threat Reduction Agency for his support in the preparation of this article.

Read More About It



Primary guidance on DoD UCNI is found in DODD 5210.83, *Department of Defense Unclassified Controlled Nuclear Information (DoD UCNI)*, Nov. 15, 1991. It's on the internet at <http://www.dtic.mil/whs/directives/corres/html/521083.htm>.

Additionally, AFI 31-401, *Information Security Program Management*, paragraph A3.4, explains who UCNI officials are and lists their responsibilities.

Thrift Savings Plan

Now troops
can invest
in government's
version of
the 401(k)

Congress has expanded eligibility for the Thrift Savings Plan to include military members. The tax-deferred way to save was part of the fiscal 2001 National Defense Authorization Act.

The TSP, formerly for federal civilians only, now allows military members to contribute. The TSP is the government version of the 401(k) tax-deferred plan for contributory retirement, which many workers in the private sector contribute to each year.

The information presented here is not a comprehensive tax analysis of the new plan but only an overview of how it works.

The military's regular 20-year retirement is a non-contributory plan which has a defined benefit. Simply stated, this means that you do not have to contribute monetarily toward this plan and you will receive a monthly pension when you retire, depending on your grade and number of years served.

The TSP does not change your normal retirement for which you are eligible in 20 years. The TSP can be a major enhancement of your regular retirement. Here are the key elements:



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- Participation is voluntary
- The portion of your salary invested reduces current taxable income
- Investments and earnings on the investments are not taxed until withdrawn
- Different investment options are available

Here's an example of how it might work for you:

You decide to contribute \$1,000 in tax year 2002. The \$1,000 is deducted from your pay and entered in to your TSP account. You choose a TSP investment option of a bond fund. Assuming that your income in 2002 is \$25,000, your taxable income will become

\$24,000 (less if you have other non-TSP deductions). Any money the \$1,000 earns will be tax-deferred (along with the \$1,000) until withdrawn.

PENALTY

Under some circumstances there is a 10 percent penalty for early withdrawal. This would take place in the event you retire prior to age 55 and, before reaching age 59 1/2, you withdraw your account in a single payment or a series of monthly payments. In this case under Internal Revenue Service rules a 10 percent early with-

drawal penalty is attached to the normal income tax paid on the money as additional income in the year you make your early withdrawal.

However, in the event you retire prior to age 55 and prior to age 59 1/2 and you withdraw a series of monthly payments based on life expectancy, the penalty would not apply.

Building Wealth

Contribute up to:

7 % of base pay in '02

8 in '03

9 in '04

10 in '05

11 in '06

As a uniformed service member you may contribute up to 7 percent of your base pay for 2002. It goes up another one percent each year through 2006.

LOANS

The plan does allow for loans to be taken against your TSP balance. These can include general-purpose loans or loans for the purchase of a primary residence. Reservists should note that if they contribute to the TSP, a 401(k), 403(b) or a 457, they cannot exceed the elective deferral limit for that particular year.

So you can see that if you are looking for a way to augment your retirement you have at least one tax-deferred option.

This is a good time to take advantage of VITA, the Volunteer Income Tax Assistance program at your installation. It may be useful for you to discuss with your VITA assistant how contribu-

tions to the TSP might be used to defer taxes and income in the coming year.

ENROLLING

The first open enrollment period for servicemembers has already passed. If you missed it, enrollment periods will be twice a year, from May 15 - July 31 and Nov. 15 - Jan. 31.

Enrollment is also available within

60 days of entry onto active duty or assignment to a Guard or Reserve unit.

Questions about loan provisions or withdrawal options can be referred to your military pay section or the government-sponsored TSP site:

<http://www.tsp.gov>. ♦

TIG Brief thanks the General Law Division of the Air Force Office of the Judge Advocate General for their support in preparing this article.

Question: What is the difference between base-level, MAJCOM, AF and DoD/IG?

Answer: At every organizational level the inspector general has different roles and responsibilities for complaint resolution. At the higher organizational levels such as DoD IG and SAF/IG, the inspectors general and staff focus on maintaining a viable and dynamic complaint resolution program. The IGs provide policy guidance, and develop procedures for the Air Force IG Complaint and Fraud, Waste and Abuse programs. If necessary they direct investigations and provide oversight of investigations conducted at the SAF level. Additionally, both DoD/IG and SAF/IG ensure that mandatory reporting requirements are accomplished, while

providing oversight for all IG investigations through review of special interest cases.

At the MAJCOM and base level, inspectors general serve as a more immediate extension of command by assisting people with specific problem areas and determining the most appropriate resolution strategy for complaints. By resolving complaints, IGs are able to identify areas requiring command involvement to correct systematic or program weakness. Additionally, the IGs focus their efforts on creating an atmosphere of trust in which issues can be objectively and fully resolved without retaliation or fear of reprisal. It is the prompt and objective resolution of complaints that assists commanders in instilling confidence in Air Force leadership.

TIG BIRD



The B-1B Lancer is the backbone of America's long-range bomber force, providing rapid delivery of precision and non-precision weapons against any potential adversary anywhere around the world on short notice.

For more information about the B-1, visit www.af.mil/news/factsheets/B_1B_Lancer.html



ON THIS DATE IN ...

... MARCH

March 1, 1924: Sgts. Alva L. Harvey, Henry Ogden and Jack Harding take off in Douglas Cruisers on what is to become the first round the world flight.

March 1-9, 1928: Army Air Corps Lts. Burnie R. Dallas and Beckwith Havens make the first transcontinental flight in an amphibious airplane. Total flight time in the Loening Amphibian is 32 hours, 45 minutes.

March 7, 1942: Class 42-C, comprised of 93 airmen graduates from Kelly and Ellington Fields as the first enlisted pilot group trained under Public Law 99.

March 10, 1943: 14th Air Force is formed under the command of Maj. Gen. Clair Chennault.

March 19, 1943: Lt. Gen. H. H. Arnold is promoted to four-star rank, a first for the Army Air Corps.

March 1, 1991: Commander-in-chief, U.S. Central Command, reports that in the 43 days of the Desert Storm air war, coalition forces flew over 110,000 sorties, ending the period with an overall aircraft mission capable rate of 93.4 percent.

March 13, 1994: The first Taurus booster launches two military satellites from Vandenburg AFB, Calif.

... APRIL

April 29, 1914: Sgt. William Ocker receives his pilot's license. Ocker is the first to take aloft an airborne radio. He is known as the father of blind instrument flight.

April 3, 1939: President Roosevelt signs the National Defense Act of 1940, which authorizes a \$300 million budget and 6,000 airplanes for the Army Air Corps and increases AAC personnel to 3,203 officers and 45,000 enlisted troops.

April 18, 1942: Sixteen North American B-25s commanded by Lt. Col. James H. Doolittle take off from the carrier Hornet and bomb Tokyo.

April 18, 1943: P-38 pilots from Henderson Field, Guadalcanal, intercept and shoot down two Mitsubishi "Betty" bombers over Bougainville. The aerial ambush kills Japanese Admiral Isoroku Yamamoto, who planned the Pearl Harbor attack.

April 3, 1967: Chief Master Sgt. Paul Airey is installed as the first Chief Master Sergeant of the Air Force.

April 28, 1993: Defense Secretary Les Aspin removed the Defense Department's restrictions on women participating in aerial combat.





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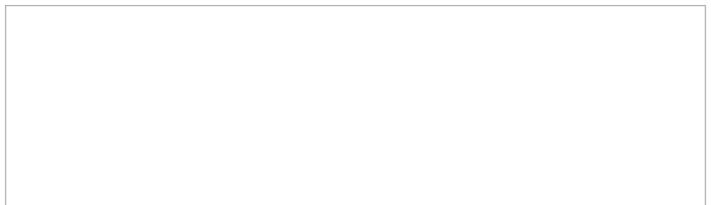
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